

# Missouri Department of Mental Health

## CIMOR Project Information to Enrolling Providers

September 3, 2003

Enrolling Providers

To Whom It May Concern:

The Department of Mental Health's Customer Information Management, Outcomes & Reporting (CIMOR) system continues to be a critical project. We are confident that the new system's functionality will be a welcome improvement to all service providers. It is our intention to deliver a high-quality system that will make your interaction with DMH easier. We want to be certain that your organization will be technically able to use CIMOR when it arrives at your doorstep.

***\*\*Included with this correspondence is a survey page that we would like to ask you to complete and return to DMH by September 19, 2003.*** These questions will help us verify that the connection options we are planning to support will be appropriate.

In addition to the survey, we are providing technical descriptions of equipment and connection options that will be suitable for CIMOR and all other DMH applications, including minimum workstation configuration and updated options for connecting to DMH. We are not recommending particular computers, firewalls, or service vendors, but we do want to clarify the system requirements.

**Please forward this information to your technical support staff to assure that you will have the capability of meeting these minimum standards.**

### Hardware, Software & Connection Certification

Beginning January 1, 2004, it will be required that all workstations connected to DMH be certified by DMH. This certification is necessary to assure that DMH systems can operate properly on your computers. The certification will occur over the network, and will electronically verify that the minimum hardware, software, and connection requirements described in this document are met.

Certification is available now, and can be accomplished by linking to the Workstation Certification link on the DMH website ([www.dmh.mo.gov](http://www.dmh.mo.gov)) or by contacting the Customer Support Center at 573-526-5888 or 1-888-601-4779.

If minimum requirements are not met by January 1, 2004, the workstation will not be certified and will not be given access to DMH systems. New or current workstations can be certified at any time. Your agency will be responsible for meeting these minimum requirements.

### Minimum Workstation Requirements

The following minimum workstation requirements have been determined at this point in time. We recommend you check the DMH website periodically ([www.dmh.mo.gov](http://www.dmh.mo.gov)) to determine if any updates have been provided. Currently, the minimum includes:

- Windows XP Professional (with current service packs)
  - *Windows 2000 (with current service packs) is supported until December 31, 2004*
  - *Windows XP Home Edition (with current services packs) is supported until December 31, 2004, EXCEPT you may not use the VPN access option below.*

- 450 MHz or higher processor
- 256MB RAM or more
- Monitor with at least 800x600 resolution with 16-bit color
- Internet Explorer 6.0 (with current service packs)
- Printer required for printing reports.
- Internet accessible e-mail address

### **Requirements for Connecting to DMH**

DMH has continued to evaluate various options that are available for electronic connection to our systems. As technologies improve, the availability and cost factor for higher performance options also improve. We do realize your organization may need to make an additional investment in order to do business taking advantage of up-to-date technology. However, the total cost of operations is decreased by applying a standard set of technologies.

We are continuing to offer the following options for online connection to DMH systems. In general, the highest speed access that is available in your area is going to come closer to meeting your needs.

| <b>Access Options</b> |  |
|-----------------------|--|
| <b>1</b>              | <p>Access over the Internet using a Secured Browser Session – running SSL (Secure Sockets Layer) a web page encryption software.</p> <p>Requirements</p> <ul style="list-style-type: none"> <li>▪ Internet Service Provider (ISP) – NOTE: AOL is NOT recommended</li> <li>▪ High Speed Internet Access via Cable Modem or DSL services</li> <li>▪ Hardware or Software Firewall – always ON. Internet connectivity can be vulnerable to malicious internet attacks unless protected behind a firewall.</li> <li>▪ Virus Protection software maintained up-to-date</li> </ul>                     |
| <b>2</b>              | <p>Access over the Internet using a Secured Network Connection – running VPN (Virtual Private Networking), a network connection encryption software.</p> <p>Requirements</p> <ul style="list-style-type: none"> <li>▪ Internet Service Provider (ISP) – NOTE: AOL is NOT recommended</li> <li>▪ High Speed Internet Access via Cable Modem or DSL services</li> <li>▪ Hardware or Software Firewall – always ON. Internet connectivity can be vulnerable to malicious internet attacks unless protected behind a firewall.</li> <li>▪ Virus Protection software maintained up-to-date</li> </ul> |
| <b>3</b>              | <p>NOTE – These options are only available in locations where broadband connectivity (Cable Modem or DSL services) is not offered and by permission of OIS. Contact the OIS Customer Service Center (888-601-4779) you think this is your only choice.</p> <ul style="list-style-type: none"> <li>▪ Dial-up ISP access requirements are same as #1 above.</li> <li>▪ Direct dial-up to the DMH Private Network requires an Analog Modem</li> </ul>   |

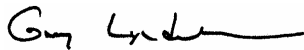
### **Electronic Data Interchange (EDI) Requirements**

For providers who currently batch to the DMH POS system, CIMOR will support the HIPAA 837/835 EDI transactions. HIPAA requires standard ANSI transactions in EDI format, and DMH will accept those HIPAA-compliant transactions. The transport mechanism is to be determined, but we will likely support secure FTP. This may require that a specific FTP client be installed at your location.

DMH is in the process of defining a new proprietary DMH Clinical Enrollment transaction that will be accepted. This transaction will include data about the Registration, Admission, Program Assignment, Consumer Demographics, Standard Means Test, Diagnosis, and possibly Assessments.

If you have questions or need more information about CIMOR, we encourage you to visit our web site at [www.dmh.mo.gov](http://www.dmh.mo.gov), where updates are posted weekly to keep you informed of the project status and details that should help you be prepared for CIMOR.

Sincerely,



Gary Lyndaker, Chief Information Officer  
Office of Information Systems,  
Missouri Department of Mental Health

Cc: Division Directors  
IT Directors  
Tom Rehak  
Barbara Keene  
Marsha Buckner  
Steve Reeves

CPS Facility CEO's  
SCL Directors  
Laurent Javois  
David Fleming  
Dewey Price  
Jeff Grosvenor

## Connection Options Survey

*\*\*Please mail this page back to the Department of Mental Health (see address below) by  
September 19, 2003.*

|  | Yes | No | Don't Know | Comments |
|--|-----|----|------------|----------|
| <b>Questions Regarding Main Office Location:</b>   |     |    |            |          |
| At your main office location, do you currently use high-speed internet connection (DSL, cable modem, or satellite)?                        |     |    |            |          |
| If you do not currently use high-speed internet connection at your main office, do you plan to have high-speed by October 1, 2003?         |     |    |            |          |
| By January 1, 2004?  |     |    |            |          |
| By another future date?  |     |    |            |          |
| Is high-speed internet access available in your area through DSL or cable modem?   |     |    |            |          |
| <b>Questions Regarding Satellite Office Location(s):</b>   |     |    |            |          |
| At your satellite office location(s), do you currently use high-speed internet connection (DSL, cable modem, or satellite)?                |     |    |            |          |
| If you do not currently use high-speed internet connection at your satellite office(s), do you plan to have high-speed by October 1, 2003? |     |    |            |          |
| By January 1, 2004?  |     |    |            |          |
| By another future date?  |     |    |            |          |
| Is high-speed internet access available in your area through DSL or cable modem?   |     |    |            |          |

*Thank you for your time.*

*Please return this information to DMH by mail.*

**Missouri Department of Mental Health  
CIMOR Project  
1706 East Elm Street  
Jefferson City, MO 65101**